

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 7 October 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 39, Week of 30 September - 6 October 1958.

1. Numbers in Clerical Induction Training. During the week of 30 September 1958 there were 94 people in Clerical Induction Training. Of these 21 were entering for the first time.

2. Numbers in Clerical Orientation Training. There were 31 people in Clerical Orientation for the week of 30 September 1958.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 30 September were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	12	2
Typewriting	22	11

4. Staff Member Attends Introduction to Supervision Course. Miss [redacted], instructor in Clerical Refresher Training, is attending the course in Introduction to Supervision through 10 October 1958.

5. Miss [redacted] Joins Clerical Training Staff. On 6 October Miss [redacted] joined the staff of Clerical Training to assume the duties of Training Assistant, Clerical Training. Miss [redacted] will fill the position which has been held by Miss [redacted] who is resigning.

PERSONNEL NOTES:

1. Mrs. [redacted], Clerical Induction, is on annual leave.

Document No. 770 24NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 13 March 1978 By: [redacted]**CONFIDENTIAL**